

# Field Sampling and Testing Qualification Program

September 17 – 28, 2012

# Field Sampling and Testing Qualification Program

September 17 – 28, 2012

The training, hands-on practice session and qualification/requalification examinations will be held at the Materials Testing and Research Branch's (MTRB), 2530 Likelike Highway, Honolulu, Hawaii 96819, during the following weeks:

**Sep 17 – 18, 2012**  
**( Asphalt Unit )**

**Sep 19 - 24, 2012**  
**( Soils & Aggregate Unit )**

**Sep 25 – 28, 2012**  
**( Concrete Unit )**

**Note:** Credit for the Concrete Unit will be given to personnel who possess a current ACI certification. Personnel shall provide a copy of their certification in order to receive credit.

*Note: Personnel arriving late for the Exams will not be allowed to take the written or performance exam and will have to be rescheduled for the next set of exams.*

*All qualified personnel (consultants, state & county) should check when their current qualification certificate expires. Personnel whose certificate expires prior to September 1, 2012, should sign-up for the September 17 – 28, 2012 qualification/re-qualification examinations. Personnel with an expired certificate will be prohibited from performing field sampling and testing of materials on all State Highway construction projects (Federal & State funded) and all County Federal-Aid projects on the National Highway System (NHS) until they requalify and receive a new qualification certificate.*



# Schedule of Events

## Asphalt Unit

<b>Sep 17, 2012, Mon.</b> 8:00 a.m. – 4:00 p.m.	Bituminous (Asphalt) Unit Training (Classroom & Hands-on) (Max. 25 persons) Registration starts at 7:15 a.m.
<b>Sep 18, 2012, Tue.</b>	Exam – Bituminous (Asphalt) Unit

## Soils and Aggregate Unit

<b>Sep 19, 2012, Wed.</b> 8:00 a.m. – 3:00 p.m.	Soils & Aggregate Training (Classroom) (Max. 30 persons) Registration starts at 7:15 a.m.
<b>Sep 20, 2012, Thu.</b> 7:00 a.m. – 3:00 p.m.	Soils & Aggregate Hands-on Practice
<b>Sep 21, 2012, Fri.</b> 7:00 a.m. – 3:00 p.m.	Group # 1 - Written & Practical Exam – Soils and Aggregate Unit (Note: Priority to Neighbor Island Personnel)
<b>Sep 24, 2012, Mon.</b> 7:00 a.m. – 3:00 p.m.	Group # 2 - Written & Practical Exam – Soils & Aggregate Unit

## Concrete Unit

<b>Sep 25, 2012, Tue.</b> 8:00 a.m. – 3:00 p.m.	Concrete Unit Training (Classroom) (Max. 30 people) Registration starts at 7:15 a.m.
<b>Sep 26, 2012, Wed.</b> 7:00 a.m. – 3:00 p.m.	Concrete Hands-on Practice
<b>Sep 27, 2012, Thu.</b> 7:00 a.m. – 3:00 p.m.	Group # 1 - Written & Practical Exam – Concrete Unit (Note: Priority to Neighbor Island Personnel)
<b>Sep 28, 2012, Fri.</b> 7:00 a.m. – 3:00 p.m.	Group # 2 - Written & Practical Exam – Concrete Unit

Note: The Soils & Aggregate Unit and Concrete Unit take four (4) days each. Participants will be divided into two (2) groups, 15 persons per group, for the Written & Practical Exam. For the Soils & Aggregate Unit, participants will take their written & practical exam either on Friday or Monday while for the Concrete Unit, participants will take their exam either on Thursday or Friday.



# Exam & Registration Information

## THE EXAM

The two-part (written and hands-on performance) examination will include the following test methods:

### **Bituminous (Asphalt) Materials Unit**

1. AASHTO T40 – Sampling Bituminous Materials
2. AASHTO T168 – Sampling Bituminous Paving Mixtures

### **Soils and Aggregate Materials Unit**

3. AASHTO T2 – Sampling Aggregates
4. Hawaii HDOT TM1 – Density of Soil In-Place by the Sand Cone Method
5. Hawaii HDOT TM3 – Field Determination of Moisture Contents in Soils

### **Concrete Materials Unit**

6. AASHTO T23 – Making and Curing Concrete Specimens in the Field
  - a. Cylinders
  - b. Beams
7. AASHTO T119 – Slump of Hydraulic Cement Concrete
8. AASHTO T141 – Sampling Freshly Mixed Concrete
9. ASTM C1064 – Temperature of Freshly Mixed Portland Cement

Refer to the Examination Procedures for an explanation of requirements for the exam. A manual providing the test methods that will be covered by the examinations and some review questions and check lists will be sent to each applicant after receipt of registration forms and fees.

## REGISTRATION FOR EXAMINATIONS

Private consultants interested in taking the examination shall submit the registration forms (HDOT-TPQP-1 and HDOT-TPQP-2) to the Materials Testing and Research Branch (MTRB) with a check payable to **“Hawaii Dept. of Transportation”**

Please mail the completed forms and check to:  
Materials Testing and Research Branch  
Hawaii DOT – Highways Division  
2530 Likelike Highway  
Honolulu, Hawaii 96819  
Attn: September 2012 - Field Sampling and Testing Qualification Program

State and County personnel interested in taking the examination shall either fax (fax no. 808-832-3407) or mail the registration forms (HDOT-TPQP-1 and HDOT-TPQP-2) to the MTRB. There is no charge for State and County personnel.

**DEADLINE: Registration Form & Payment must be received by 12:00 p.m. (Noon) on Monday, August 20, 2012.**

Last day to cancel and receive a refund is Tuesday, August 28, 2012. To cancel, fax letter to the MTRB at (808) 832-3407, requesting cancellation and a refund. If you have any questions on your registration, please contact Mr. Rudy Revamonte at (808) 483-2589, email: [Rodrigo.G.Revamonte@hawaii.gov](mailto:Rodrigo.G.Revamonte@hawaii.gov) or Beverly Chun at (808) 483-2516, email: [Beverly.L.Chun@hawaii.gov](mailto:Beverly.L.Chun@hawaii.gov)

If you have any questions on the program, please contact Mr. Casey Abe at (808) 483-2515 or [Casey.Abe@hawaii.gov](mailto:Casey.Abe@hawaii.gov)

MTRB personnel will mail applicants their study material during the week of September 4, 2012.

# Examination Procedures

## Field Sampling and Testing Qualification Program

### QUALIFICATION REQUIREMENTS

1. The individual is not qualified unless he/she passes both the written and performance examinations of all applicable test methods for each unit and receives a certificate from the Materials Testing and Research Branch.
2. *Failure in either the written or the performance examination will constitute failure of the entire unit.* If qualification is still desired by the individual, the individual must register to re-take both the performance and written examinations again on the following exam session (September 2012).

### WRITTEN EXAMINATION

1. Closed book exam.
2. Questions will not be allowed during the examination.
3. Calculators are allowed for the examination but may not be shared.
4. The examiner will collect all examination papers and used scratch paper.
5. Participant must pass with a minimum score of 70% on each test method.
6. *Failure in more than 50% of the test methods in the initial exam is considered failure of the entire written examination.*
7. If the participant fails not more than 50% of the test methods in the initial exam, one retest will be allowed for each failed test method. *Failure in any of the test methods on the retest is failure of the entire unit.*
8. Test results for the initial exam will be posted. Each participant is required to check the test results and retake each failed test method.
9. Retest is scheduled for 12:30 pm.
10. Participant will be informed verbally of the retest result on the same day.

### PERFORMANCE EXAMINATION

1. Closed book exam.
2. Coaching from the examiner will not be allowed during the examination.
3. Each examination shall be completed within the time limit designated for that test method.
4. The individual may be required to verbally describe material sampling procedures if performance of the method is not practical or feasible.
5. The individual shall perform all the procedures for each test method. Omission of any one of the procedures will constitute failure of that test method. The examiner may allow certain steps of the method to be accelerated when properly explained. Inability to complete the test method within the designated time limit will constitute failure of the test method.
6. If during the performance, participant notices an error he/she had made, he/she may be allowed one restart for each test method.
7. *Failure in more than 50% of the test methods in the initial exam is considered failure of the entire performance exam.*
8. If the participant fails not more than 50% of the test method in the initial exam, one retest will be allowed for the test method. Retest will be given after all test methods were performed once. *Failure in any of the test methods on the retest is failure of the entire unit.*

# Hawaii Transportation Personnel Qualification Program Registration Form

Deadline: August 17, 2012

## PARTICIPANT INFORMATION

Name: \_\_\_\_\_

Position/Title: \_\_\_\_\_

Home Phone #: \_\_\_\_\_

Cell Phone #: \_\_\_\_\_

Home Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Participant's E-mail Address: \_\_\_\_\_

Employer: \_\_\_\_\_

Supervisor's Name/Title: \_\_\_\_\_

Employer's Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Supervisor's Phone #: \_\_\_\_\_

Supervisor's E-mail Address: \_\_\_\_\_

Current ACI or Other Qualification #  
(Submit copies if applicable): \_\_\_\_\_

### Check one:

- ☐ Initial Qualification  
☐ Renewal of Qualification

### Mailing address to be used:

- ☐ Home  
☐ Employer

### NOTE:

Participants should bring a pocket calculator, pen, pencils, yellow highlighter, and note pad.

## DESIRED QUALIFICATIONS

- |  |       |
|--|-------|
| <input type="checkbox"/> Bituminous (Asphalt) Unit | \$100 |
| <input type="checkbox"/> Soils & Aggregate Unit    | \$200 |
| <input type="checkbox"/> Concrete Unit             | \$200 |

Examination Fee

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**TOTAL**

\_\_\_\_\_

## Certification Expires:

**October 1, 2017**

(Training held September 17 – 28, 2012)

# Transportation Personnel Qualification Program (TPQP)

Qualification carries inherent rights and responsibilities. These rights include being exclusively sanctioned along with others so qualified by TPQP to perform sampling, testing, and reporting of test results for quality control and quality assurance programs. These responsibilities include performing and reporting tests with the accuracy and precision expected of the individual in accordance with the required test procedures. By signing this document the individual agrees to abide by all of the terms of the TPQP and as set forth by the contracting agency.

## RIGHTS AND RESPONSIBILITIES AGREEMENT

This document affirms that \_\_\_\_\_ hereinafter  
(print name)

the applicant, desires to be qualified by the Transportation Personnel Qualification

Program (TPQP) in \_\_\_\_\_ module.  
(name of module desired)

The applicant should also be aware that both State and Federal laws may govern

construction projects, including Title 18, United State Code, Section 1020, that in brief

states that anyone making falsifications on Federal-aid projects,

**"Shall be fined not more than \$10,000 or imprisoned not more  
than five years, or both."**

I, \_\_\_\_\_, have read, understand, and agree  
(print name)

to abide by the rights, responsibilities, and penalties associated with receipt of this  
qualification.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

# Highways Division

## State of Hawaii Department of Transportation

### Highways — Materials Quality Assurance Program

The Materials Quality Assurance (QA) Program represents the Hawaii Department of Transportation, Highways Division's recognition of its responsibility and commitment to ensure that materials incorporated into highway construction projects conform substantially to requirements of the plans and specifications. This program provides uniform, statewide procedures to ensure personnel are capable of performing materials sampling and testing in accordance with test methods used in the program.

All personnel performing field sampling and testing of materials for all State Highway construction projects (Federal & State funded) and all County Federal-Aid projects on the National Highway System (NHS), shall be qualified per the QA Program's Personnel Qualification Program of the Quality Assurance Manual for Materials. In accordance with Title 23 CFR, Part 637, the sampling and testing has to be performed by qualified sampling and testing personnel.

Personnel must successfully pass a two-part (written and practical hands-on) examination to become qualified to perform field sampling and testing of materials for all State Highways construction projects and all County Federal-Aid projects on the NHS.

Personnel who successfully pass the two-part examination will receive a 5-year

qualification certificate. All qualified personnel must requalify every 5-years. To requalify for another 5-years, personnel must successfully pass the two-part examination.

Personnel who are qualified and are actively submitting Materials Sampling Cards to the MTRB for approval or are actively performing field sampling and testing of materials on various State Highways construction projects and all County Federal-Aid projects on the NHS, shall participate in the MTRB's Independent Assurance (IA) Program on an annual basis.

The purpose of the IA program is to provide uniform, statewide procedures to ensure personnel qualified under the Personnel Qualification Program remain capable of performing sampling and testing correctly, and to ensure testing equipment is checked and calibrated.

Personnel from the MTRB will schedule the annual IA evaluation with the QA Officer at the four Highways District Offices (Oahu, Hawaii, Maui & Kauai). If you have any questions concerning the program please contact Mr. Casey Abe at (808) 483-2515



Materials Testing and Research Branch  
Hawaii DOT – Highways Division  
2530 Likeline Highway  
Honolulu, Hawaii 96819 - 2928

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